

ScaleUp Bidder's guide

How to submit a bid

Context

The Center of Expertise in Agile and Innovative Procurement (CoEAIP) at Shared Services Canada (SSC) is leading the ScaleUp program, in collaboration with TECHNATION. ScaleUp is a social procurement initiative with the objective of increasing the diversity of bidders on government procurements. Solicitation issued under ScaleUp limits the procurements exclusively to Canadian micro and small businesses¹ that are either indigenous businesses² or businesses owned or led by underrepresented groups³ such as women, visible minorities and persons with disabilities.

How did ScaleUp get started? The CoEAIP conducted a survey in 2020 where 92% of the participants were micro and small businesses and 79% were Indigenous businesses or businesses owned or led by underrepresented groups. We wanted to know more about their perspective and experience with the traditional procurement process.

Here were some of the findings:

- Due to the pandemic, 75% of the respondents have been struggling, lost business or might not survive.
- 87% of them found the GC's bidding process complicated and time consuming.
- The fact that the GC bidding process varies from one department to another makes it difficult to follow for 75% of the respondents.
- 80% thinks it is difficult to find contract opportunities corresponding to their capabilities, skills and experience.
- The process seems to be advantageous to larger businesses specialized in proposal writing according to 87% of the respondents.

¹ Businesses with 99 or less employees.

² Indigenous persons have majority ownership and control meaning at least 51% and in the case of a business enterprise with 6 or more full-time employees, at least 33% of the full-time employees are Indigenous; A Joint-venture agreement in which an Indigenous business or Indigenous businesses as defined above must have at least 51% ownership and control. All joint ventures also require that Indigenous content is at least 33% of the total value of the work to be performed.

³ Business owned or led by at least 51% by underrepresented groups

Solicitation Forms

There are a few different documents applying to ScaleUp solicitations. For PDFs, please download the forms first before opening them with Adobe. It may not work when you open them with your web browser.

1. The **ScaleUp Standard Instructions**: a read only document for you to review and understand.
2. The **Bid Solicitation Form**: an interactive pdf document that you will need to complete and submit as your technical bid.

Take the time to open the question mark dialogues (?) to obtain more information on various items such as links, definitions and other resources.

This document may include a self-assessment regarding your experience, education or certifications. In some solicitation, interactive sessions may be used. This means that it consists of a no-written bid approach, where instead of providing written details regarding your experience in your bid, these details will be discussed during interactive sessions with Canada, where your score will be reviewed based on the information validated during the session.

3. The **Financial Bid Form**: an excel document where you enter your prices and rates that you submit as your financial bid.
4. The **Resulting Contract**: a read only pdf document that will be updated at contract award to reflect the missing information regarding your business.

So in total, you only have to complete two documents - The bid solicitation form and the financial bid form. Once these are ready, you have to submit them by email to the Contracting Authority listed in the Bid Submission Form before the solicitation closing date.

SRI Registration and PBN

The [Supplier Registration Information \(SRI\)](#) system is a database of registered companies interested in selling to the federal government. You need to [register](#) in SRI in order to obtain your Procurement Business Number (PBN) and to do business with the GC. This must be done prior to contract award, but is not mandatory in order to submit a bid. Canada may not delay contract award in order for a bidder to register in SRI. Registration in the SRI can also help a company increase its visibility and supply capabilities to government departments and agencies. Here is a [reference sheet](#) for the SRI system.

P2P Registration

SSC uses the Procure-to-Pay (P2P) Solution a complete end-to-end procurement and financial management system, including vendor management, contract management, payment management and reporting/business analytics.

For the purposes of ScaleUp, it is not mandatory for bidders to be registered in P2P in order to submit their bid, however, it must be done before contract award. All invoicing and payments will take place in P2P.

Once you are registered in SRI and have a valid PBN, you will need a [Sign-In Partner](#) or [GCKey account](#) in order to register in P2P

P2P Registration Process is as follows:

1. Complete the [application form](#). Await validation and further instructions (3-5 business days).

2. Once validated, log into [P2P](#) and complete the provided Registration and Usage Agreement (RUA).

3. Update your Company profile & Upload the RUA to your account
(My Company Profile > My Company Information > Credentials).

4. Provide a void cheque or letter from the bank with your company's full legal name and current address to the [P2P Helpdesk](#).

5. Await vendor account activation (2-3 business days from RUA upload).

TECHNATION and Canada's Digital Marketplace

Canada's [Digital Marketplace](#) powered by TECHNATION is a platform to showcase and access the Canadian Innovation ecosystem. It is open and FREE to all incorporated technology companies in Canada, and available in both official languages. It

complements federal, provincial, and municipal procurement initiatives such as buyandsell.gc.ca, the GC's open procurement information service. Currently, it provides instant access for government and large corporations to 563 Canadian scale up technology companies and their innovative tech solutions. TECHNATION's goal is to provide access to 1,000 firms by the end of 2022. Furthermore, it helps facilitate agile and flexible procurement of cutting-edge innovation and technology.

Registration to the Digital Marketplace is not mandatory in order to submit a bid on a ScaleUp requirement posted on BuyandSell. SSC may leverage the digital marketplace for future ScaleUp requirements by directing procurements to a list of potential bidders registered on Digital Marketplace. In this case, instead of posting on BuyandSell.gc.ca, SSC will conduct a search to select potential bidders that fits the ScaleUp profile and provides the required goods or services. SSC will send the opportunity and the associated solicitation documents directly to these businesses. By registering at Digital Marketplace will increase your visibility as a supplier and allow you to directly access various opportunities.

TECHNATION team has developed an extensive search criteria including area of specialization and socio-economic criteria. The more information you provide the better. This way you will show up in various searches under ScaleUp.

It is also a great platform to keep track of various solicitations including ScaleUp's. The list of opportunities accessible to DM members is continuously curated for you by the TECHNATION's team. The team plans to develop a dashboard of procurement opportunities customized to your area of expertise / specialization in the near future.

Contact

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